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## SECTION 3 – CHILDREN'S DATA (Adding, Editing & Removing)

To Add a Child to a Headcount Task Select [Add Child](#)

### Add Child

Please enter the child's forename and surname

Forename

Surname

[Cancel](#)

[Next](#)

Complete the relevant fields with the child's Legal Forename and Surname and select [Next](#)  
Please ensure the name entered on your headcount matches the name on the child's birth certificate.

Choose the child's Gender and enter their Date of Birth (in the format of DD/MM/YYYY) and select

[Next](#)

### Add Child

[Personal Details](#) [Contact Details](#) [Other](#)

Forename \*

Surname \*

Gender \* ☐ Male  
☒ Female

Date of birth   
(dd/mm/yyyy) \*

[Previous](#)

[Next](#)

\* Required field

[Cancel](#)

[Save](#)

## Add Child

[Personal Details](#) [Contact Details](#) [Other](#)

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the postcode, you can look it up [here](#).

Postcode \*  MK43 0NE

[Find Address](#)

[Previous](#)

[Next](#)

\* Required field

[Cancel](#)

[Save](#)

Complete the Postcode field and Select [Find Address](#) and all available addresses will be returned.

If the correct Address is returned, select it in the list.

Note: If no suitable Addresses are returned you can select [Enter Address Manually](#) and type the new address in.

Please see the free text box opposite for good practice formatting, to ensure data quality.

## Add Child

[Personal Details](#) [Contact Details](#) [Other](#)

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed in the list, you can look it up [here](#).

Postcode \*  MK43 0NE

[Find Address](#)

[Enter Address Manually](#)

Church Walk, Marston Moretaine, BEDFORD, Simshire, MK43 0NE  
34, Church Walk, Marston Moretaine, BEDFORD, Simshire, MK43 0NE


[Previous](#)


[Next](#)

## Add Child


[Personal Details](#) [Contact Details](#) [Other](#)

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed in the list, you can look it up [here](#).

House Number \*  34

House Name 

Street Name  Church Walk

District / Village  BEDFORD

Town  Simshire

County 

Postcode \*  MK43 0NE

[Find Address](#)

[Previous](#)

[Next](#)

Once you have done this, on the address details page select

[Next](#)

### Add Child

Personal Details   Contact Details   Other

Ethnicity \*

First Language \*

[Previous](#) [Next](#)

\* Required field

[Cancel](#) [Save](#)

Complete the Ethnicity and First Language fields, if not known please pick **Info Not Yet Obtained** and select [Save](#)

### Early Years Pupil Premium (Parent's/Carer's NI & DOB data is only to be added at Adjustment Task)

At Forecast / Actual Tasks you need to press **"Decline to provide"** for all 3 and 4 years in order to submit data.

At the Adjustment Task you will either need to **"Decline to provide"** for all children for whom you **do not** intend to submit EYPP data, or click **"Yes"** in Carer Details to submit EYPP data for checking.

If you wish to have a child's eligibility checked against the Government's Eligibility Checking Service (ECS) for EYPP, you **MUST** provide additional details relating to the child's parents / carers. To do this click on the Carers tab and complete the relevant information. You **MUST** provide a Forename, Surname, gender, DOB, address, ethnicity, language and National Insurance number or NASS number (for Asylum Seekers) for the parent / carer. ***Please take extra care to ensure that NI & NASS numbers are entered in the correct format, ie. NI number "JJ440567D" and NASS "010234567".*** This data will be used to check a child's eligibility to claim the EYPP. You can provide data for up to two parents / carers for any child if required. Should the check result in a Not Found / Pending, this means that a child is not eligible. This is because the data entered is incorrect and no match could be found by ECS or the family are ineligible.

At the Adjustment Task, to add carer's details, please tick Yes in the Carer Details and follow the instruction below to enter carer details for EYPP.

### Early Years Headcount Portal

Home   Headcount   Administration   Waseem Farman   Sign out

### Add Child

Personal Details   Contact Details   Other   Carer Details

Carer information is required to allow an economic assessment for Early Years Pupil Premium. If the information is not provided, no EYPP can be paid for this child unless the child qualifies via a non economic route e.g 'Looked-After' status (LAC).

Provide Carer Information \* ☐ Yes ☐ Decline to provide

[Previous](#) [Next](#)

\* Required field

[Cancel](#) [Save](#)

## Add Child

Personal Details Contact Details Other **Carer Details**

Carer information is required to allow an economic assessment for Early Years Pupil Premium. If the information is not provided, no EYPP can be paid for this child unless the child qualifies via a non-economic route e.g. 'Looked-After' status (LAC).

Provide Carer Information \* ☒ Yes

☐ Decline to provide

Carer Details
+ Add Another Carer

Forename \*
Surname \*
Date of Birth (dd/mm/yyyy) \*
Relationship \*
Parental Responsibility \*
Reference Number \*

☐ Yes  
☐ No  
If the carer has legal responsibility for this child select Yes
☒ National Insurance  
☐ National Asylum Support Service

The format of all valid National Insurance Numbers is two prefix letters, six numeric digits, and one suffix letter. e.g. AB123456C

Previous Next

\* Required field

Cancel Save

Complete all details for the parent / carer, including their relationship to the child, i.e. Mother / Father etc. (not parent). Don't forget to save all the details you have entered.

You will start to build up your headcount as seen in the sample below:

Headcount (Actual) for 2, 3 & 4 year olds
Status: Unsubmitted
Deadline: 30 September 2014

Nursery4 / Nursery - FDC / Autumn Term 2014 ( 01 Sep 14 - 31 Dec 14 )

You can edit and re-submit this information at any time until the deadline of 30 September 2014.

Add Child Edit Headcount Download

	Forename	Surname	Date of birth	Funding Age	Start Date	Leaving Date	Stretched Offer	Weeks Attended for term	Max Hours Attended per week	Hours Attended for term	Funded Hours Claimed per week	Funded Hours Claimed for term	Shared Funding
	Jon	Smith	31/03/2011	3	01/04/2014								<input type="checkbox"/>
	Zak	Smith	31/03/2010	4	01/04/2014								<input type="checkbox"/>

Submit

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Note: Keep repeating this process until you have added all relevant children.

## To Edit / Change a Child's Details

If you need to edit / change any of a child's personal details, e.g. address, click on the edit child icon next to the relevant child's name and make the appropriate changes and click save.

## To Remove a Child

You cannot remove a child once added. Leave the hours blank and EYCST will remove the child.